

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
BUSINESS INFORMATION SYSTEM
DUTY STATEMENT**

LEVEL: STAFF INFORMATION SYSTEMS ANALYST (SUP)	POSITION NUMBER:
TITLE: STAFF INFORMATION SYSTEMS ANALYST (SUP)	065-501-1316-001

WORK SETTING: Under the general supervision of the Data Processing Manager II (DPM II), Business Information System (BIS) Functional Team, The Staff Information Systems Analyst Supervisor (SISA Sup) supervises a small staff of analysts performing a wide variety of analytical activities in support of the BIS on the SAP systems software. The SISA Sup works independently as the supervisor for the Supply Chain Management and Finance functional modules. Under general supervision, independently performs assigned systems programming work and participates on software project teams. The SISA Sup works with various business partners to maintain current functionality and facilitate activities to leverage enhancements to the system.

ESSENTIAL FUNCTIONS: As the SISA Sup for the BIS Supply Chain/Finance Functional Team on the SAP systems software program, the incumbent is responsible for supervising a small staff of analysts performing service disruption/resolution, project management, production change requests, training and administrative functions. This position will assist in defining BIS functional requirement processes, including process change requests, structural authorizations, role definitions, incident resolutions, configuration, and training methodology/delivery processes. In addition, this position requires the following: strong leadership ability; excellent communication skills; a high degree of initiative with the ability to work in a team setting; problem solving skills; the ability to network and interface effectively with business and technical personnel and management; and knowledge of system development, testing and implementation.

CONTACT WITH OTHERS: The incumbent has regular contact with:

- Adult Institutions and Juvenile Facilities – Wardens, Superintendents, Chief Deputy Wardens, Associate Wardens, Youth Authority Administrators, Business Managers, and Business Operations.
- Headquarters – Accounting Management, Business Services, Accounting Policies & Procedures Section, Budget Management, Business Management, Facilities Planning & Maintenance, Contract Management, Enterprise Information Services, Personnel Management, Labor Relations, Internal Affairs, and Health & Safety.
- California Correctional Health Care Services – Office of Procurement Services, Contract Management and information Technology.

SUPERVISION EXERCISED: Supply Chain Management and Finance Teams

SUPERVISION RECEIVED: DPM II

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DUTIES:	
45%	Supervision <ul style="list-style-type: none"> • Performs the people management and administrative functions such as hiring, evaluating, time tracking, and vacation scheduling of the Supply Chain Management and Finance staff; • Plan, organize, and direct operations for the Supply Chain and Finance Functional Team staff; • Monitor workload, assure established service levels are met and that services delivered for any and all efforts are completed successfully and timely; • Plan, organize, manage, and direct through subordinate staff, the functions and operations in service areas of SDLC.
40%	Project/Change Management <ul style="list-style-type: none"> • Develops and reviews project related documentation such as Special Project Requests (SPR); • Technical advisor/consultant to application development, database, operations and security staff in the use of special purpose vendor supplied application software utilities/features; • Perform project management, reporting tasks and implementation plans; • Conducts, coordinates, and implements seminars, conferences and presentations; • Ensures regulatory agencies are informed of requirements and applied to the system; • Coordinate and review functional requirements and determine the impact on the production environment of SAP including impacts of designing, configuring and testing of the new system processes.
15%	Administrative <ul style="list-style-type: none"> • Assists in the development of strategies and policy recommendations related to implementing IT enterprise policies, procedures, and operational changes. • Oversees and provides policy and program direction to staff. • Direct the formulation and implementation of IT policies and standards related to Supply Chain and Finance team project needs; • Conduct training of the system within the Supply Chain and Finance SAP functionality, in conjunction with the business process owners and BIS Training Team; • Prepare/review status reports.

This Duty Statement, including the activities, objectives, and performance standards, has been reviewed by the undersigned.

Employee's Signature	Date
Supervisor's Signature	Date